

**Reduced Activity Records Overview:**

Any fleet that has reduced its overall use of off-road diesel vehicles, compared to 2007 levels, may claim reduced activity credit. This credit applies to the oxides of nitrogen (NO<sub>x</sub>) and particulate matter (PM) Best Available Control Technology (BACT) requirements for large fleets in 2010 and 2011 **only**; these credits cannot be used beyond these compliance years.

The amount of reduced activity credit awarded will depend on the type of indicator submitted by the fleet; some indicators may result in a 20 percent cap on the credit claimed. Below is a list of acceptable indicators, and whether they are subject to the 20 percent credit cap.

Indicator Used to Demonstrate Fleet Activity	Maximum Allowable Reduction the Fleet May Claim
Vehicle hours of operation	No Cap <sup>1</sup>
Operator hours paid	No Cap <sup>1</sup>
Off-road diesel fuel consumption	No Cap <sup>1</sup>
Total employment	20 Percent
Business revenue	20 Percent
Production information	20 Percent
Other indicator	20 Percent

A parent fleet complying separately as subfleets should submit a separate application for each subfleet. A parent fleet that reported subfleets for administrative purposes only (and complying as a whole) may submit one application for the entire parent fleet.

For more information on reduced activity, see our answers to frequently asked questions on early credits:

<http://www.arb.ca.gov/msprog/ordiesel/faq/faq-early-credit.pdf>

**Criteria to Claim Reduced Activity Credit:**

Claiming reduced activity for the off-road diesel regulation will require fleets to report both in the diesel off-road online reporting system, DOORS<sup>2</sup>, **and** mail in a paper copy of records demonstrating the reduction. **Reduced activity credit will not be given to fleets that fail to submit hard copy records.** The type of records will depend on the indicator that is used to report reduced activity. Fleets

<sup>1</sup> Although there is no cap on the amount of credit claimed for these indicators, the credit can still **only** be used by large fleets to meet the 2010 and 2011 compliance requirements.

<sup>2</sup> To access DOORS, please visit the DOORS website at:  
[https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php)

should only choose **one** indicator to report to ARB. Fleets should choose an indicator for which the fleet has complete records. If a fleet has complete vehicle hours of operation, operating engineer hours paid, or off-road diesel fuel consumption records, it should choose one of those indicators so as to not have credit capped at 20 percent.

**Please submit your reduced activity credit claim in DOORS *first*; you will need to print out the DOORS reduced activity summary sheet to include with this application.** To submit the reduced activity credit claim in DOORS, go to the DOORS website at:

[https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php)

In addition to submitting the credit claim into DOORS, a fleet must submit the following items (1) through (3) included in this document below:

- (1) Fleet Information Form / Cover Sheet:** Each fleet must provide fleet contact information, including applicable DOORS information.
- (2) Reduced Activity Credit Summary Sheet from DOORS:** Each fleet must submit a printout of the Reduced Activity Credit Summary provided by the DOORS system. This includes a fleet's horsepower in 2007, which indicator the fleet is using to claim reduced activity credit, and the amount of reduced activity credit claimed.
- (3) Reduced Activity Indicator Records:** A fleet may only use **one** reduced activity indicator to calculate the reduced activity credit. Each fleet must include **one** of the following sections (including any supporting documents requested) to show the reduced activity of the fleet:
  - (A) Vehicle hours of operation
  - (B) Operator hours paid
  - (C) Off-road diesel fuel consumption
  - (D) Total employment
  - (E) Business revenue
  - (F) Production information
  - (G) Other indicator

These sections are included at the end of this document.

**Response from the Air Resources Board:**

***The submission of a reduced activity credit request does not guarantee reduced activity credit for the off-road regulation. If a fleet does not submit complete records, full reduced activity credit may not be awarded. All forms must be reviewed and approved by ARB staff before reduced activity credits will be given.***

Once ARB staff has reviewed a reduced activity credit request, the fleet will be sent a letter stating the amount of reduced activity credit approved. The fleet will also be able to see their approved credit via the DOORS reporting system.

If a fleet disagrees with the amount of credit approved by ARB, the fleet will have 30 days (from the date specified on the ARB issued credit approval letter) to contact ARB regarding the discrepancy. If the fleet fails to respond within this time period, any additional credit will be forfeited.

**Submitting the Reduced Activity Records Application:**

To submit a request for Reduced Activity Credit, please fill out the Fleet Information Form below **and** attach the applicable forms:

**Reduced Activity Credit Summary Sheet from DOORS *and*  
Reduced Activity Indicator Records: Only *one* of sections (A) through (G)**

Then send your written request to:

Off-road Diesel Vehicle Regulation  
Reduced Activity Records Application  
Floor 7, MSCD, HDDIUS Branch, ORIS  
California Air Resources Board  
P.O. Box 2815  
Sacramento, CA 95812

**ARB**  
**In-Use Off-Road Diesel Vehicle**  
**Regulation**

**Reduced Activity Records**  
**Application**

## Responsible Party and Contact Information

Please fill out **all** the fields below. Failure to fill out this page in its entirety may result in a **rejected application**, and a delay in receiving reduced activity credit.

Company / Agency Name

DOORS ID Number

Fleet Owner / Manager

Contact Phone Number

Contact Email

**Mailing  
Address**

Name

Address 1

Address 2

City, State, Zip

**Type of Reduced Activity Indicator  
Used:**

**(use only *one* of the following  
indicators)**

- (A) Vehicle hours of operation
- (B) Operator hours paid
- (C) Off-road diesel fuel consumption
- (D) Total employment
- (E) Business revenue
- (F) Production information
- (G) Other indicator

**Vehicle Hours of Operation:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of vehicle hours of operation must submit the following:

- Completed Vehicle Hours Tables<sup>3</sup> in the spreadsheet Summary of Vehicles Hours.xls available at:  
<http://www.arb.ca.gov/msprog/ordiesel/activity.htm> (hardcopy tables also available as Attachment 1 of Section A);
- Copies of records corroborating the data in the Vehicle Hours Tables; and
- Summary of fleet documentation.

**Summary of Vehicle Hours**

Complete the **two** tables located in the Summary of Vehicles Hours spreadsheet available at: <http://www.arb.ca.gov/msprog/ordiesel/activity.htm> (or the two tables in Attachment 1). The first tab (labeled '2007 Hours') contains the first table which requires the fleet to enter in information regarding its hours of operation for each vehicle from January 1, 2007 to December 31, 2007. Required information includes:

- Vehicle EIN,
- Date Initial 2007 Hour Meter Reading Taken,
- Initial 2007 Hour Meter Reading,
- Date Final 2007 Hour Meter Reading,
- Final 2007 Hour Meter Reading, and
- Total Hours Operated in 2007.

The second tab (labeled '09-'10 Hours'<sup>4</sup>) contains the second table which requires the fleet to enter in information regarding its hours of operation for each vehicle from March 1, 2009 to February 28, 2010. Required information includes:

- Vehicle EIN,
- Date Initial '09-'10 Hour Meter Reading Taken,
- Initial '09-'10 Hour Meter Reading,
- Date Final '09-'10 Hour Meter Reading,
- Final '09-'10 Hour Meter Reading, and
- Total Hours Operated in '09-'10.

<sup>3</sup> If a fleet has all of the required information already compiled in a different format, the fleet may submit their own table in lieu of the Vehicle Hours Table (included in Attachment 1).

<sup>4</sup> The term '09-'10 refers to the time period March 1, 2009 through February 28, 2010.

Note that vehicles retired for 2006-2010 reduced horsepower credit should **not** be included in the summary tables. For more information on this requirement, please see our answer to frequently asked questions on early credits:

<http://www.arb.ca.gov/msprog/ordiesel/faq/faq-early-credit.pdf>

Please **print out** each of the Vehicles Hours Tables and submit them with your Reduced Activity Credit Application.

### **Corroborating Records**

Submit copies of records corroborating the summary information from the Vehicle Hours Tables. Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy to the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

### **What if I do not have hour records for all my vehicles?**

If a fleet does not provide all the required records, full credit may not be awarded.

If a fleet has the required hour of operation records for some but not all of its vehicles, the following restrictions apply:

- Fleets with vehicle hour of operation records for 95 percent or more of their March 1, 2010 total horsepower can use vehicle hours as the reduced activity indicator.
- Fleets with vehicle hour of operation records for less than 95 percent of their March 1, 2010 total horsepower are required to choose another reduced activity indicator.

### **What if the dates for the records I have do not match those requested in the summary tables above?**

If the fleet does **not** have the required hour meter readings (as stated in the guidelines below) for 95 percent or more of their March 1, 2010 total horsepower, the fleet **cannot** use vehicle hours as the reduced activity indicator.

Fleets must use the hour meter reading date closest to the beginning and ending deadlines using the guidelines stated below:

#### January 1, 2007 reading:

If a fleet does not have an exact January 1, 2007 reading, the fleet must use the closest meter reading that occurred **after** January 1, 2007. For example, if a fleet has meter readings from both December 21, 2006 and February 1, 2007, the fleet must use the February 1, 2007 reading even though it is further from January 1, 2007, because it occurred after January 1, 2007.



December 31, 2007 reading:

If a fleet does not have an exact December 31, 2007 reading, the fleet must use the closest meter reading that occurred **before** December 31, 2007. For example, if a fleet has meter readings from both December 1, 2007 and January 15, 2008, the fleet must use the December 1, 2007 reading even though it is further from December 31, 2007, because it occurred before December 31, 2007.

March 1, 2009 reading:

If a fleet does not have an exact March 1, 2009 reading, the fleet must use the closest meter reading that occurred **before** March 1, 2009. For example, if a fleet has meter readings from both February 1, 2009 and March 15, 2009, the fleet must use the February 1, 2009 reading even though it is further from March 1, 2009, because it occurred before March 1, 2009.

February 28, 2010 reading:

If a fleet does not have an exact February 28, 2010 reading, the fleet must use the closest meter reading that occurred **after** February 28, 2010. For example, if a fleet has meter readings from both February 15, 2010 and April 1, 2010, the fleet must use the April 1, 2010 reading even though it is further from February 28, 2010, because it occurred after February 28, 2010.

**Summary of fleet documentation**

Each fleet must include a summary of the vehicle hours documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

**Fleet Documentation Summary Table**

Type of Documentation Provided (hour meter logs, GPS vehicle tracking – if hours are included, maintenance logs with hours, ECM records, etc.)	
Percent Reduced Activity Claimed (%)	



### Summary of Vehicle Hours Table: January 1, 2007 – December 31, 2007\*

\*Please photocopy this table and submit multiple pages if additional rows are needed.



## Summary of Vehicle Hours Table: March 1, 2009 – February 28, 2010

[illegible]

\*Please photocopy this table and submit multiple pages if additional rows are needed.

**Operator Hours Paid:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of operating engineer hours paid must submit the following:

- Fleet documentation of operator hours paid; and
- Summary of fleet documentation.

**Fleet documentation of operator hours paid**

Please attach copies of all official fleet documents that show vehicle operator hours paid from January 1, 2007 to December 31, 2007, and March 1, 2009 to February 28, 2010. Records may include operating engineer hours paid or other official documentation of vehicle operator hours or pay that would act as an indicator for off-road vehicle hours of operation.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the operator hours paid documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

**Fleet Documentation Summary Table**

Type of Documentation Provided (time sheets, equipment logs, etc.)	
Number of Hours Paid from: January 1, 2007, to December 31, 2007	
Number of Hours Paid from: March 1, 2009, to February 28, 2010	
Percent Reduced Activity Claimed (%)	

**Off-Road Diesel Fuel Consumption:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of off-road diesel fuel consumption must submit the following:

- Fleet documentation of off-road diesel fuel use; and
- Summary of fleet documentation.

**Fleet documentation of off-road diesel fuel consumption**

Please attach copies of all receipts or tax records for diesel fuel used in off-road vehicles. The documents must show off-road diesel fuel consumption from January 1, 2007 to December 31, 2007, and March 1, 2009 to February 28, 2010.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the off-road diesel fuel consumption documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

**Fleet Documentation Summary Table**

Type of Documentation Provided (tax records, receipts, fuel use logs, etc.)	
Total Gallons of Off-Road Diesel Fuel Purchased: January 1, 2007, to December 31, 2007	
Total Gallons of Off-Road Diesel Fuel Purchased: March 1, 2009, to February 28, 2010	
Percent Reduced Activity Claimed (%)	

**Total Employment:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of total employment must submit the following:

- Fleet documentation of total employment; and
- Summary of fleet documentation.

**Fleet documentation of total employment**

Please attach copies of employment records for the company or agency. The documents must show **one** of the following:

- (1) **Average employment:** Average employment for period January 1, 2007 to December 31, 2007, compared to the average employment for the period March 1, 2009 to February 28, 2010; **or**
- (2) **Highest employment:** The largest number of people employed at one time during the period January 1, 2007 to December 31, 2007, compared to the largest number of people employed at one time during the period March 1, 2009 to February 28, 2010. The date on which the highest employment occurred must also be reported.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the employment documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.



### Fleet Documentation Summary Table

Type of Documentation Provided (tax records, timesheets, payroll records, etc.)	
Type of Employment used (choose one): (1) Average Employment (2) Highest Employment	
Employment for 2007 (either 1 or 2* above)	
Employment for '09-'10 (either 1 or 2* above)	
Percent Reduced Activity Claimed (%)	

\* If listing the highest employment, report the date on which the highest employment number occurred.

**Business Revenue:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of business revenue must submit the following:

- Fleet documentation of business revenue; and
- Summary of fleet documentation.

**Fleet documentation of business revenue**

Please attach copies of revenue records for the company. The documents must show revenue from January 1, 2007 to December 31, 2007, and revenue from March 1, 2009 to February 28, 2010.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the business revenue documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

**Fleet Documentation Summary Table**

Type of Documentation Provided (tax records, etc.)	
Business Revenue from: January 1, 2007, to December 31, 2007	
Business Revenue from: March 1, 2009, to February 28, 2010	
Percent Reduced Activity Claimed (%)	



**Production Information:**

Please read this section thoroughly, and submit all required information.

Fleets using the indicator of production must submit the following:

- Fleet documentation of production; and
- Summary of fleet documentation.

**Fleet documentation of production**

Please attach copies of production records for the company. The documents must show production from January 1, 2007 to December 31, 2007 and production from March 1, 2009, to February 28, 2010.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the production documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

**Fleet Documentation Summary Table**

Type of Documentation Provided (production information, tax records, service records, etc.)	
Production from: January 1, 2007, to December 31, 2007	
Production from: March 1, 2009, to February 28, 2010	
Percent Reduced Activity Claimed (%)	

**Other Indicator:**

Please read this section thoroughly, and submit all required information.

A fleet may claim up to 20 percent reduced activity credit if they have records of a decrease in activity from 2007 to 2010, but could **not** show this decrease by using the indicators described in sections (A) through (F). Some examples of other indicators a fleet might submit include: number of airline flights serviced, number of buildings/structures demolished, number of acres cleared, etc.

If a fleet is using another indicator, it must submit the following:

- Fleet documentation of reduced activity; and
- Summary of fleet documentation.

***Please note that if the indicator does not clearly demonstrate a reduction in off-road diesel vehicle activity, the reduced activity application will be rejected, and credit will not be granted. If a fleet is not certain the indicator correlates to off-road diesel vehicle activity, another indicator should be used.***

**Fleet documentation of reduced activity**

Please attach records indicating the fleet's reduced activity. The documents must demonstrate reduced activity from the period of January 1, 2007 through December 31, 2007 to March 1, 2009, through February 28, 2010.

Please number the pages on the records submitted, and please indicate on the top page the total number of pages submitted. If documentation exceeds 100 pages, please copy the documents onto electronic media such as a compact disk, and submit the electronic media in lieu of paper copies.

**Summary of fleet documentation**

Each fleet must include a summary of the reduced activity documentation submitted to ARB. Please include the fleet documentation summary table below with the reduced activity credit application.

### Fleet Documentation Summary Table

Type of Documentation Provided	
Activity (Other Indicator): January 1, 2007, to December 31, 2007	
Activity (Other Indicator) : March 1, 2009, to February 28, 2010	
Percent Reduced Activity Claimed (%)	